



Inter Tribal Health Authority (ITHA)

Job Title:	Community Development Support Coordinator	Job Category:	Non-Supervisory
Location:	Nanaimo, BC	Travel Required:	Frequent travel required (40% of the time); occasional overnight travel required
Contact:	Janet Watts, HR Administrator	Date posted:	January 20, 2012
Position Type:	Monday to Friday, 35 hours per week	Posting Expires:	February 3, 2012

Applications Accepted By:

FAX OR E-MAIL: 250-753-5224 OR janet@intertribalhealth.ca

SUBJECT LINE: Application for Community Development Support Coordinator

ATTENTION: Janet Watts, HR Administrator

Job Description

ROLE AND RESPONSIBILITIES – for full description please [Click here](#)

Reporting to the Executive Director, this position provides support in development, planning and evaluation in areas relating to health services such as: Community advocacy, community engagement and relationship building, community health and emergency planning, and environmental health services for assigned ITHA member Nations who are part of the Community Health Transfer agreement (first level services) with Health Canada. Position responsibilities include:

- Community Advocacy: including areas that support continued opportunities for capacity enhancements (i.e. collaboration and/or liaison support on Capital projects, support letters, proposal and report writing, funding related initiatives, etc.).
- Community Health Planning: for example, attend/hold focus groups to discuss health needs, priorities and challenges; support the drafting of community health plans; work with Community Health Representatives (CHRs) / Community Health Workers in support of community health priorities, etc.
- Community Engagement: develops and maintains positive, effective working relationships with assigned communities through a schedule of regular community visits and bi-monthly transfer management meetings to provide to their leaders, managers and workers with assistance in preparation of community health plans, coordination of services and evaluation of outcomes.
- Provide liaison support and establish linkages between and with individual service providers and agencies for transfer member Nations in their needs surrounding the development of Emergency Response Plans, Pandemic Plans and Business Resumption Plans.
- In collaboration with Executive Director and the ITHA Transfer management team, develops and through direct consultant with transfer member Nations, develops annual work plan and supporting budget to ensure community development and support activities are in alignment with assigned community needs and objectives, as well as supportive of transfer Community Health Plan (CHP) and Flexible Transfer Block Agreement.
- Organizes and facilitates quarterly transfer member Nations meetings (including the creation of meeting agendas, the review/distribution of meeting minutes, and assisting in the development of presentation / handout material content, etc.).
- Contributes to and supports goals and objectives for capital development for transfer member Nations and prepares monthly, quarterly and annual program reports, as required.
- Provides support to assigned communities in development of effective, culturally appropriate governance structures, including best practice research, problem solving and resolution “as needed”.
- Provides support to assigned communities to ensure they meet the requirements of funding agreements, contracts or ITHA policies related to the collection, organization and reporting of data (e.g. Environmental Health Services such as administering drinking water fund and reporting).
- Leads and/or assists in the development, implementation or evaluation of special projects (i.e. CHR Training in



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collaboration with Manager, Clinical and Nursing Services, transfer member Nation related community health planning, etc.).

- Identifies Community Development and Support contractual needs (i.e. Community Health Plans and Evaluations) in collaboration with the Executive Director and monitors budget to ensure accountability for expenditures in accordance with ITHA policies.
- Leads individual and team priority and goal setting process, provides ongoing support and facilitation, monitors for results, provides timely feedback to team support staff (i.e. summer students, administrative assistant, etc.).
- Works collectively with other ITHA departments to identify and develop new funding sources and writes and/or supports the development of funding proposals.
- Other duties as specified.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 2-year Diploma in a field such as social work, public or health administration, or other related field combined with 3 to 4 years experience in a community engagement capacity or combined equivalent experience; some supervisor experience an asset.
- Knowledge of community health systems and programming.
- Demonstrated ability in supporting community development in First Nation communities.
- Skill and ability in the facilitation of policy development, program evaluation, research and knowledge of fact-finding principles, methods and techniques.
- Knowledge and skills in the planning, implementation and evaluation of special projects, including the preparation of regular activity reports.
- Knowledge of financial and human resources related theories, principles and practices to ensure compliance with ITHA policies, standards and requirements.
- Skill in the use of workplace technology (i.e. computers, communication equipment and Windows software – e.g. MS Word, Excel, PowerPoint and Outlook).
- Writing and editing skills to develop proposals, evaluations, reports, presentation and briefing materials, and correspondence for a variety of audiences.
- Skills in public speaking, meeting facilitation and presentation delivery; ability to provide complex information in a straight forward and clear manner; and, ability to respond to questions in public meetings related to explaining ITHA's policies, plans and activities on a range of community development matters.
- Expert knowledge of First Nations culture and social norms, usually acquired through life experience.

ADDITIONAL NOTES

- Valid Class 5 BC drivers' license and good driving history.
- Will require completion of a Criminal Records check.